

अण्डमान तथा
Andaman And



निकोबार राजपत्र
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No. 71, Port Blair, Tuesday, February 22, 2011

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
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SECRETARIAT

NOTIFICATION

Port Blair, dated the 22nd February, 2011

No. 70/2011/F.No.1-26/2010-UD.—Whereas the draft Andaman & Nicobar Islands (Port Blair Municipal Council) Recruitment Rules, 2010 was published in The Daily Telegrams in its issue dated 29.10.2010 inviting suggestions/objections from those likely to be affected before the final publication of the said Recruitment Rules, giving a period of 30 days for filing suggestions and objections.

AND, WHEREAS, suggestions received from various quarters have been examined and given due consideration.

NOW, THEREFORE, in exercise of the powers conferred under Sub-Section 2(a) of Section 203 of the Andaman & Nicobar Islands (Municipal) Regulations, 1994 and in supersession of earlier recruitment rules framed to this effect and of all other powers enabling him in this behalf, the Lieutenant Governor, Andaman & Nicobar Islands, hereby makes the following rules to regulating the method of recruitment to Group 'C' posts of **Head Clerk and Higher Grade Clerk** borne in the establishment of PBMC, Port Blair with immediate effect, namely:-

1. Short title and commencement:-

- (i) These rules may be called the Andaman and Nicobar Islands (Port Blair Municipal Council) Recruitment Rules, 2011.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, its classification and the scale of pay:-

The number of posts, classification and scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedules I & II annexed hereto.

3. Method of recruitment, age limit, qualifications:-

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 15 of the Schedules annexed hereto.

4. Disqualification:-

No person—

- (i) Who has entered into or contracted a marriage with a person having a spouse living, or
- (ii) Who, having a spouse living, has entered into or contracted a marriage with any person(s),

shall be eligible for appointment to the said posts:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

5. Power to relax:-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may, by order, for reasons to be recorded in writing and, if necessary relax any of the provisions of these rules with respect to any class or category of person(s).

6. Saving:-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

c

Lt. Gen. (Retd.) Bhopinder Singh
Lieutenant Governor (Administrator),
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
(Molly Thankachan)
Assistant Secretary (UD)

SCHEDULE – I**RECRUITMENT RULES FOR THE POST OF HEAD CLERK IN
PORT BLAIR MUNICIPAL COUNCIL**

1.	Name of post	HEAD CLERK
2.	No. of posts	04(Four) 2011* *Subject to variation dependent on workload
3.	Classification	Group 'C' (Municipal Services)
4.	Pay Band and Grade Pay/Pay Scale	PB-2 Rs. 9300-34800 + GP Rs. 4200
5.	Whether selection post or non-selection post	Non-selection
6.	Whether benefits of added years of service admissible	Not applicable
7.	Age limit for direct recruits	Not applicable
8.	Educational qualifications for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/ deputation /transfer, grades from which promotion/ deputation/ transfer to be made	Promotion: From amongst the serving Higher Grade Clerks of Council in the scale of pay in PB-1 of Rs. 5200-20200+G.P. Rs. 2400 with ten (10) years regular service in the grade.
13.	If a DPC exists, what is its composition?	DPC composition as per Rule 5(4) of A&N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008 : 1. Secretary, Municipal Council - Chairman 2. Officer of the rank of Assistant Secretary or above (UD), A&N Administration - Member 3. Two experts to be nominated by Chief Secretary, A&N Administration - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule-I

Annexure to Schedule-I

The duties of the Head Clerk are as below:-

1. To enter all receipts marked to him in his Day Book and to provide file numbers in the Section Diary for each receipt shown therein within three days of the receipt of such receipts.
2. To examine cases in the light of instructions, if any given or line of action indicated by his Section Officer or Higher Officer.
3. To seek assistance of Section Officer or Higher Officers for the disposal of work entrusted to him, in case of difficulties.
4. To examine promptly all receipts marked to him and to submit them on the due required dates.
5. To put-up case after examination to the Section Officer on the dates required and where no date is specified within three days of the receipt of the cases.
6. To submit to the Branch Officer, through the Section Officer, weekly arrear statements alongwith details of files and papers which remain pending for more than seven days.
7. To submit to the Branch Officer, through the Section Officer, the list of pending court cases or action pending on court orders to avoid contempt of courts.
8. To maintain a suspense and Reminder Diary for taking action on the due dates. It should be checked by the dealing clerk at the beginning of each working day.
9. To take prompt action regarding recording of cases.
10. To keep papers and files in a tidy condition.
11. To maintain list of files he deals with and watch their movements, if the file is held up at any level for an unduly long period.
12. To comply with the instructions of the Section Officer or any Higher Officer.
13. To maintain properly to standing Guard Files and other Registers.
14. To attend to such other works as may be assigned to him by the Section Officer or any Higher Officer.
15. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.

SCHEDULE - II**RECRUITMENT RULES FOR THE POST OF HIGHER GRADE CLERK IN
PORT BLAIR MUNICIPAL COUNCIL**

1.	Name of post	HIGHER GRADE CLERK
2.	No. of posts	25(Twenty five) 2011* *Subject to variation dependent on workload
3.	Classification	Group 'C' (Municipal Services)
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 2400
5.	Whether selection post or non-selection post	Non-selection
6.	Whether benefits of added years of service admissible ?	Not applicable
7.	Age limit for direct recruits	Not applicable
8.	Educational qualifications for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/ deputation /transfer, grades from which promotion/ deputation/ transfer to be made	Promotion: From amongst the serving Lower Grade Clerks/Typist-cum-Ledger Keepers of the Council in the scale of pay of Rs. 5200-20200+G.P. Rs. 1900 with eight years regular service in the grade.
13.	If a DPC exists, what is its composition?	DPC composition as per Rule 5(4) of A&N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008 : 1. Secretary, Municipal Council - Chairman 2. Officer of the rank of Assistant Secretary or above (UD), A&N Administration - Member 3. Two experts to be nominated by Chief Secretary, A&N Administration - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule-II

Annexure to Schedule-II

The duties of the Higher Grade Clerk are as below:-

A Higher Grade Clerk works under the orders of the Section Officer and is responsible for the entrusted to him. The duties of the Dealing Clerk shall be :

1. To enter all receipts marked to him in his Day Book and to provide file numbers in the Section Diary for each receipt shown therein within three days of the receipt of such receipts.
2. To examine cases in the light of instructions, if any given or line of action indicated by his Section Officer or Higher Officer.
3. To seek assistance of Section Officer of Higher Officers for the disposal of work entrusted to him, in case of difficulties.
4. To examine promptly all receipts marked to him or to submit them on the due required dates.
5. To put-up case after examination to the Section Officer on the dates required and where no date is specified within three days of the receipt of the cases.
6. To submit to the Branch Officer, through the Section Officer, weekly arrear statements alongwith details of files and papers which remain pending for more than seven days.
7. To submit to the Branch Officer, through the Section Officer, the list of pending court cases or action pending on court orders to avoid contempt of courts.
8. To maintain a suspense and Reminder Diary for taking action on the due dates. It should be checked by the dealing clerk at the beginning of each working day.
9. To take prompt action regarding recording of cases.
10. To keep papers and files in a tidy condition.
11. To maintain list of files he deals with and watch their movements, if the file is held up at any level for an unduly long period.
12. To comply with the instructions of the Section Officer or any Higher Officer.
13. To maintain properly to standing Guard Files and other Registers.
14. To attend to such other works as may be assigned to him by the Section Officer or any Higher Officer.
15. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.